

PROPOSED

Department of Healthcare Access and Information Office of Health Workforce Development Research and Evaluation Section

Duty Statement

EMPLOYEE: Vacant

POSITION NUMBER: 441-212-5731-xxx

CLASSIFICATION: Research Data Analyst II
WORKING TITLE: Program Evaluation Analyst

LOCATION: Sacramento

SECTION A: GENERAL DESCRIPTION

The Research Data Analyst (RDA) II under the supervision of the Staff Services Manager I in the Program Evaluation Unit will perform technical research and statistical work in evaluating health workforce programs within the Office of Health Workforce Development (OHWD). The RDA II applies research methodology and techniques; conducts research projects; gathers, compiles, analyzes, and interprets quantitative data; develops, implements, and monitors systems and procedures to assemble and structure the data. The RDA II coordinates the efforts of representatives of various governmental agencies on health workforce evaluation efforts and works on multidisciplinary teams to produce data reports. The RDA II will use computer software (e.g., Excel, Access, Word, SAS, Tableau, Qualtrics) to analyze and display data, develop reports, and present information at meetings and conference workshops.

Supervision Received: Reports directly to the Staff Services Manager I, Program Evaluation Unit Manager.

Physical Demands: Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions: Requires use of telephone and computer, contact with employees and the public, and mobility to various employee work areas and other areas of the Department Healthcare Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday. Must be able to effectively telework.

SECTION B: ESSENTIAL FUNCTIONS

40% Program Evaluation: Assist in planning and implementing research protocol to evaluate the impact of OHWD workforce programs. Collaborate with OHWD's Grants Management and Healthcare Workforce Policy sections, Workforce Research team, and contractors to implement research projects focused on program evaluation. Assist with assessments of research methods and appropriately use recommended data and/or data collection tools. Assist with development, implementation, and tracking of research project plans. Assist in creating electronic surveys to support collection of stakeholder and applicant data. Work as a member of a team to conduct analysis of loan repayment, scholarship, grant, and other HCAI health workforce development programs. Develop research data products including

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moderately complex data visualizations, fact sheets, reports, dashboards, and presentations summarizing findings for HCAI Leadership and stakeholders.

40% Program Design and Technical Assistance: Assist with implementation of strategies for effective health workforce grant application design and scoring methodology. Assist with developing and presenting recommendations for grant program design to OHWD leadership and stakeholders. Assist with creating and maintaining online applications for grant, scholarship, and loan repayment programs. Participate in peer review processes for other researchers in OHWD, including user testing for applications and surveys. Assist with providing moderately complex technical assistance via program webinars. Assist with drafting responses to inquiries from internal and external users. Utilize templates and best practice models to format data from applications to support scoring and decision.

15% Miscellaneous Research Requests: Develop a process for OHWD to receive and respond to external stakeholder requests for program data. Assist with compiling data and drafting responses to stakeholder inquiries regarding HCAI program data. Create ad hoc surveys, presentations, fact sheets, and other products to aid in communicating data and recommendations to HCAI leadership and stakeholders. Act as a project team member to support to workgroups and special projects.

SECTION C: MARGINAL FUNCTIONS:

5% Perform other duties as assigned.

SECTION D: OTHER EXPECTATIONS:

- Demonstrates a commitment to HCAI and OHWD's mission, vision, and goals.
- Maintains good work habits and adheres to all HCAI policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex departmental/division problems.

To Be Signed By the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date